

**TEXAS STATE SOIL AND WATER CONSERVATION BOARD**

**JOB POSTING**

<b>POSITION TITLE:</b>	<b>Program Specialist IV</b>
<b>CLASSIFICATION:</b>	<b>Program Specialist IV</b>
<b>STATE CLASSIFICATION CODE:</b>	<b>1573/B20</b>
<b>HEADQUARTERS:</b>	<b>In or around the Panhandle Area, TX</b>
<b>STARTING ANNUAL SALARY RANGE:</b>	<b>\$45,158 - \$59,473.00</b>
<b>TRAVEL REQUIREMENTS:</b>	<b>As needed to assist soil and water conservation districts and to assist in agency managed programs</b>

This position reports to: Executive Director

**GENERAL DESCRIPTION**

Performs highly advanced (senior level) consultative work in development, implementation, & administration of programs & activities of the Texas State Soil and Water Conservation Board (TSSWCB). Work involves planning, developing & implementing TSSWCB program guidelines, procedures, policies & rules. Collects information & consults in development of budget requests & coordinates all program activities w/ agency management & local soil & water conservation districts (SWCDs). Serves as legislative liaison with local, state & federal officials & oversees communication w/ them concerning soil & water concerns & issues.

Serves as agency liaison between TSSWCB and local SWCDs. Keep State office properly advised on matters pertaining to work relations between State Board and SWCDs.

Serves as legislative liaison with city, county, state and federal officials and staff to inform them about conservation districts and conservation programs and activities.

Attend SWCD board meetings on a regular basis and oversees district directors in local program planning, development and implementation and in promoting conservation programs. Confers with district directors on programs and needs of the district, provides technical advice in preparation of district programs, work plans, and annual calendars of activities. Coordinates with and advises districts with the implementation of all State Board programs plus all federal conservation programs such as EQIP, CRP and flood prevention programs. Knowledgeable of current rule changes affecting agriculture and conservation and interprets and advises local SWCDs of such changes. Oversees and directs agency district operation activities within the program area.

Analyzes and coordinates financial affairs of Soil and Water Conservation Districts. Provides guidance on proper expenditure of district funds; bookkeeping and procedures, audit procedures, and purchase and sale of property and equipment. Advises SWCD on grant procurement and administration. Train district employees in proper accounting and reporting procedures. Provide oversight and monitoring of district reporting activities. Train district employees on annual financial statements, IRS forms, Texas Workforce Commission forms, Open Meetings Act, Open Records Act, accounting procedures, etc.

Superintends training and development opportunities for SWCD directors and employees. Explain Board policies, programs, state laws, rules and regulations pertaining to operations of soil and water conservation districts. Provide information to districts as requested. Explain Technical Assistance Grants and reporting procedures, Matching Funds, Conservation Activity Program, other District assistance grants, elections procedures, civil rights issues, State funds, Trust funds, and directors' travel.

Refines and advances proper relations with farmers, ranchers, state and federal representatives; local officials, professional groups and others engaged in promoting conservation programs. Direct and promote public information and education activities in the field. Serve on committees representing SWCDs and TSSWCB (example: Texas Forest Service special committees, regional Wildlife committee, Plant Material Center, State Woodland Committee). Represent SWCD and TSSWCB at public meetings (Rotary, Lions Club, Schools, Educational workshops, Soil Stewardship).

Coordinates with and supports District Directors in organizing and conducting youth activities in the field of soil and water conservation such as educational workshops and tours for students such as Project Learning Tree and Project Wild, etc. Oversee planning woodland, soil evaluation, plant identification, range evaluation and wildlife contests. Assist with finding locations, workers, judges, etc. Serve on organizing committees and help with conducting actual contest or workshop.

Supervises, provides leadership and guidance for development and expansion of soil and water conservation programs within area served such as State Board Regional offices, area associations, and conservation workshops. Set up Area Association meetings and banquets, State Board member elections, training workshops, tours, clinics, promote and conduct area conservation awards programs, write letters, contact elected officials.

Attends regular staff meetings and coordinates in the development of processes and procedures to develop and promote soil and water conservation programs and activities. Oversee the implementation of these procedures in the field at the local soil and water conservation district level. Serve as project leaders and program leaders for State Board programs in their service area. Advise administration on rule changes, district comments, board policy, program implementation, and other issues that require knowledge gained from personal contact with districts. Supervises and coordinates in developing training programs. Provide guidance with developing job descriptions and interviewing prospective employees.

Must plan work schedules to meet with a large number of SWCDs over a large geographic area on a monthly basis. Must plan work schedule to be able to meet with each SWCD on a regular basis with a set travel allowance. Must attend SWCD meetings and events and stay responsive to districts that need special attention or have other concerns.

Submit individual work schedules and reports to headquarters office as required (daily reports, weekly itineraries, monthly itineraries, travel reports).

Performs other duties as assigned.

## **GENERAL QUALIFICATION REQUIREMENTS**

### **EXPERIENCE AND EDUCATION**

Qualified applicants should have three or more years of experience in natural resources conservation fieldwork involving the development and implementations of conservation programs and have graduated from an accredited four-year college or university with a degree in agriculture or a natural science field.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must be able to communicate effectively. Requires knowledge of local, state, federal laws related to TSSWCB program areas. Must be able to coordinate information exchanges between soil and water conservation districts and the state soil and water conservation board. Must have the ability to work with a diverse group of state, federal, county, city, and producer entities. Extensive travel is required as well as the availability to work extended and/or irregular hours. Excellent written and verbal communications skills are required along with the ability to work in office and outdoor environments. Knowledge of computer software programs and other office equipment needed. Should be familiar with state and federal conservation laws and Manual of Fiscal Operations. Incumbent must be able to safely and legally operate a motor vehicle, safely accomplish moderate lifting (15 to 44lbs), maintain moderate physical activity with full range of motion and possess the ability to work alone and as a member of a group.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

Must have or obtain a valid Driver's License.

### **APPLICATION PROCESS**

A completed, signed State of Texas application for Employment is required for this position. Mail an original application to the address below. Resumes may be submitted but will not be accepted in lieu of the application. A State of Texas application for Employment may also be completed on the WorkInTexas website at <http://www.workintexas.com>.

For additional information, visit our website at <http://www.tsswcb.texas.gov> or contact:

Human Resource Department  
Texas State Soil and Water Conservation Board  
1497 Country View Lane  
Temple, TX 76504-8806

### **Veteran's Preference**

Veterans or members of the Reserve or National Guard with an MOS or additional duties that fall in the fields of OS, YN, YNS, 611X, 612X, 641X, OSS or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. Additional Military Crosswalk information can be accessed at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

## **Selection Information**

Criminal background checks maintained by the Texas Department of Public Safety (DPS) will be conducted before an offer of employment is extended. Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the TSSWCB.

At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 and are required to register with the Selective Service may be asked to present proof of registration or exemption from registration upon hire.

TSSWCB participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

*The Texas State Soil and Water Conservation Board is an equal opportunity employer and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age, or disability. In compliance with the Americans with Disabilities Act (ADA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (254)773-2250x227.*